

MISSING MEAL RECEIPT FORM

TAPE PARTIAL RECEIPT BELOW

Meal: (Choose 1)

- Meal UNDER \$10 (ACTUAL COST: NOT a per diem)
 Meal OVER\$10

Receipt: (Choose 1)

- Missing ITEMIZED portion of receipt.
 Missing PAYMENT portion of receipt
 Missing TOTAL receipt.

Reason: (Choose 1)

- Lost / Misplaced
Restaurant Not Provide
 Shared Meal/Another has receipt.
(Wide usage not recommended)
Other _____

Restaurant: -----

City, St: -----

(Day) (Date) (Time:) -----

Meal (Bfast-Lunch-Dinner): -----

Brief Description of Purchase:

Cost: \$ ____

Tax ____ %: \$ ____

Sub Total \$ ____

Tip ____ % \$ _____

(Max 20%)

TOTAL: \$ ____

(If exceeds cap, claim cap only \$ ____)

Payment made by approved traveler: (Choose 1)

- Cash Credit/Debit Card

Initial All 3 Lines Below:

- No ALCOHOL reimbursement requested.
 Items reimbursed for approved traveler.
only (not shared with any others.)
 Requesting actual expenses incurred.

(Traveler)

(Supervisor or Travel Designee)